

Sanitized - Approved For Release : CIA-RDP54-00177A000100110070-4

Office Memorandum UNITED STATES GOVERNMENT

TO : Services Officer

DATE: 2 June 1949

FROM : Audit Group

SUBJECT: Monthly Operations Report - May 1949

1. The following information is furnished relative to the audit and inventory of the listed property and supply accounts:

Account No.	Period Covered	Number of Vouchers Audited	Number of Items Inventoried	C.A. No.
* 3	10 Jan 49 - 15 Apr 49	702		2-3-49
210	29 Dec 47 - 25 May 49	159	142	1-210-49
**180	28 Oct 47 - 31 May 49	52		1-180-49
***100		1100		

* No physical inventory was conducted of Supply Account No. 3 inasmuch as the primary purpose of the audit was to close out the Stock Record Cards maintained by the Supply Officer for this account.

** No physical inventory was conducted of Property Account No. 180 inasmuch as all property charged thereto is issued to using individuals on Memorandum Receipts, furthermore a major portion of property is located within restricted areas.

*** A total of eleven hundred (1100) vouchers were audited for Property Account No. 100 during the month of May 1949. This audit will be completed during the month of June 1949.

2. Surveys and Clearances:

a. Attached hereto are copies of the minutes of the Property Survey Board (Overt) which indicates that four (4) surveys were disposed of at the meetings held on 3rd, 17th and 24th of May 1949. The following indicates the activity on surveys subsequent to said meetings:

Surveys received	2
Surveys investigated	0
Disposition of Surveys	2
(Ref. par. 2-b, Adm. Ins. 40-11, action by Deputy Services Officer)	
Surveys ready for Board action	0
Surveys pending investigation	2
(one on stolen property pending report from PBA detectives.)	

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NO CHANGE in Class. ☐

b. Property clearances issued to personnel transferring or resigning totals seventy (70).

Class. CHANGED TO: TS S (C)


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3. Miscellaneous: Leave taken during the month of May 1949 by members of the Audit Group as follows:

<u>Name</u>	<u>Annual</u>	<u>Sick</u>	<u>Total</u>
	1 da 3 hr	3 da	4 da 6 hr
	10 da	0	10 da
	1 da 2 hr	6 da 7 hr	8 da 1 hr
	0	0	0
	1 da	1 da 4 hr	2 da 4 hr
	0	1 da 7 hr	1 da 7 hr
25X1A9a Total	<hr/> 13 da 5 hr	<hr/> 13 da 2 hr	<hr/> 26 da 7 hr

 25X1A9a